

## **LAND SURVEY MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Land Survey Manager exists is to coordinate and manage all professional land survey work functions in the Inspection Services Division of the Planning Systems Department. This classification manages the employees in the Land Survey group and is the direct supervisor over the Land Survey Coordinator. Work is performed under general supervision by the Inspection Services Director.

### **ESSENTIAL FUNCTIONS**

Supervises administrative, professional, and technical employees involved in conducting land surveying and mapping.

Testifies in court matters relating to surveys made by the City.

Works with the Maricopa County Department of Transportation and the National Geodetic Survey to preserve survey monuments and benchmark controls.

Plans and prepares the land survey annual budget.

Directs, reviews, and certifies land surveys completed by City personnel.

Works with other City departments providing land surveying and mapping products.

Monitors expenditures throughout the fiscal year and reviews and approves payments for purchases.

Performs analysis of cost information and explains it to client departments.

Consults with client departments to determine needs, recommend services, and recommend most effective way to provide services.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Modern survey principles, methods, techniques, and instruments related to land survey, construction surveys, and public works projects.

Principles, practices, rules, and regulations governing land surveying.

Land surveying and mapping.

Principles and practices of personnel management and supervision.

Principles and practices of budget preparation and administration

Geometry, algebra and trigonometry as it pertains to land surveying

City required safety procedures

Microsoft programs (Word and Exchange)

Various software for processing land survey results

Land survey terminology

##### Ability to:

Interpret policies and procedures to staff

Review and analyze work methods to increase efficiency and productivity

Organize and prioritize projects and assign work to subordinate personnel

Review or check the work product of others for conformance with standards

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with all levels of City staff and the general public

**Education & Experience**

Any combination of college level courses in land surveying or related fields and fifteen years of experience in technical land surveying work including a minimum of ten years in responsible charge in land surveying, and five years of supervisory experience. Must be registered as a Land Surveyor in good standing with the State of Arizona.

FLSA Status: Exempt

HR Ordinance Status: Unclassified